

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 02 AUGUST 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. TECHNICAL GROUP:

(1) INFO (INFO Applications). The schema for the NOMAD version of the STA INFO database has been written with the data for each fiscal year in a separate master, and the SHIPID field as unique. In the initial test loading of 4,622 fiscal year 1988 records, 367 of these records were rejected as not unique. A listing of these rejected records was given to Transportation Management Branch, SD/OL, for examination and deletion of duplicate records from the current INFO database. This same procedure will be followed for the previous fiscal years. Additionally, a copy of the requested 'Difference Report' with totals of estimated cost, actual cost and the difference, subtotaled on the METHOD field, was delivered to Chief, Budget & Fiscal Branch, OL, who confirmed that it provided the needed information. This report has been forwarded to TMB/SG/OL for further review and comment. [REDACTED]

(2) PROCORG (Procurement Organization) [REDACTED] (PROCORG/DBA) has been transferred to another component. [REDACTED] has been assigned to PMS/OL as [REDACTED] replacement. [REDACTED] has provided [REDACTED] with a PROCORG User Manual. She has frequently consulted with [REDACTED] on NOMAD2 methods and procedures for statistical report writing. [REDACTED] has been enrolled in the 8 August running of the NOMAD2 Applications and Development course. [REDACTED]

(3) MISCELLANEOUS. [REDACTED] completed NOMAD procedures and began writing SCRIPT procedures for a user's guide for Retired Contracts Database. [REDACTED]

(4) TRAINING. [REDACTED] completed the SCRIPT training course conducted by OTE. [REDACTED]

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B. PLANNING:

25X1 (1) The OL Quarterly was held on 28 and 29 July at the
Headquarters Auditorium [redacted] respectively. 25X1

25X1 (2) Tentative reservations were made with the Guest
Quarters Hotel in Linthicum, Maryland for the autumn OL
Planning Conference to be held on 18 and 19 October. The
Conference will be held at the security-approved Westinghouse
facility nearby. [redacted]

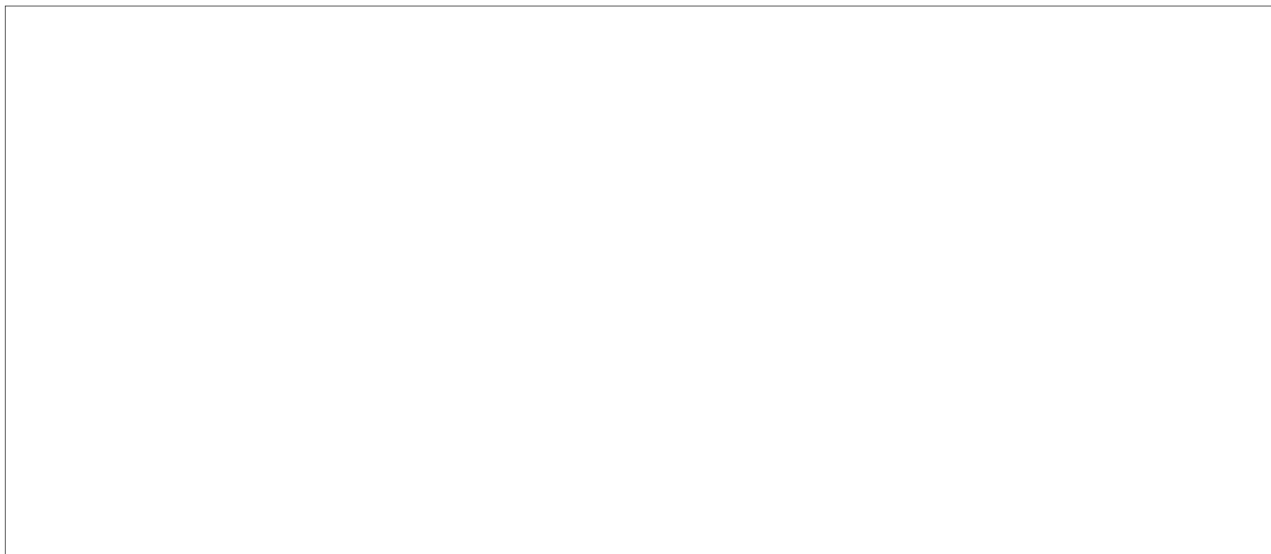
D. RECORDS MANAGEMENT

On 28 July, IMSS/IMO and AEO/OL met with representatives
from SG/OL, ACG/OL, FMD/OL, B&F/OL, CLAS, and OC/LOGS. The
purpose of the meeting was to discuss revising the Form 88 by
incorporating the following forms with the Form 88: Form
2420; Request for Procurement Services, Form 1707;
Headquarters Property Turn-In Document, Form 1245;
Replenishment Requisition and Form 1490; Requisition or
Turn-In for Administrative Supplies.

25X1 IMSS/IMO and AEO/OL will draft a new Form 88 and present
the draft at a follow-up meeting planned for 5 August 1988.
[redacted]

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3. Significant Events Anticipated During the Coming Week:
4. Perspective of Staff Activity:

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